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[redacted]

13 January 1959

PROCEDURE FOR ROUTING AND PACKAGING OUTGOING MAIL

A. Special Material

1. Special material to be routed within D/I will be placed in the appropriate branch box in the D/I front office.

2. Special material to be routed within the Special Center excluding D/I will be placed in the Special Material Outgoing Box in the D/I front office.

B. Collateral Material

1. Collateral material to be routed within D/I will be placed in the appropriate branch box in the D/I front office.

2. Collateral material to be routed to other components of OER within the Special Center -- Chief ERA, D/A, D/M, D/S, St/PR, St/C, St/Pb, CRS -- will be bound together with a rubber band and placed in the outgoing box in the D/I front office. This material will not be included in the sealed envelope.

3. Collateral material to be routed to OER components outside of the Special Center and to other offices (OCI, OCR, for example, even though components of these offices lie within the Special Center) will be checked and double-checked to see that it contains no special material, placed in a brown manila envelope, sealed and brought to the D/I front office where the envelope will be placed in the outgoing box.

Meeting this date with clerical help of Division (24 individuals) on this subject. Gave each a copy of this notice.

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